



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Food & Beverage Manager, Sport and Physical Activity, SportsPark Weetwood Outdoor Facility



Salary: Grade 5 (£25,742 – £29,605p.a. depending on experience)

Reporting to: Mark Stevens (Interim Operations Manager)

Location: Sports Park Weetwood

We are open to discussing flexible working arrangements

Food & Beverage Manager, Outdoor Operations Sport and Physical activity, Facilities Directorate

Do you have the ability to motivate a team in a busy environment, ensuring excellent standards of customer service at all times? Do you have experience working at a management level in a commercial kitchen setting and are looking for a new challenge?

Overview of the Role

The University of Leeds has recently made a significant investment into its sporting facilities with a £5.2 million investment at our Bodington Playing Fields Site. This included the construction of the new Brownlee Centre and a 1.6km closed loop road cycle circuit. Other recent projects include a new FIFA quality and world 22 standard 3G pitch and an international standard water-based hockey pitch.

Outdoor Sport provides a bar/ catering offer across all three sites; Sports Park Weetwood, Bodington Football Hub and the Brownlee Centre. The diverse catering offer includes University sports team meals on match days, national league Hockey, cricket teas and corporate days/ events, in addition to the daily bar operation.

As Food & Beverage Manager you will have experience working within a hospitality and/or catering setting at supervisory level; and will have excellent communication and interpersonal skills. Effective time management and organisational skills are key to ensure an effective and efficient food service experience.

You will have a Chartered Institute of Environmental Health (CIEH) Level 3 Certificate in Food Safety and will be responsible for providing a quality drink and meal service for our sport clients, in line with their requests, whilst adhering to food safety and labelling legislation. Working in conjunction with the Facility managers, you will be responsible for monitoring stock and food and drink deliveries and for ensuring that the Catering Services unit operates on a day to day basis to meet our customer needs.

This full-time role will work on a 5 over 7 shift basis and will include the requirement to work on a shift-based system, which includes evening and weekend work.



Although you will be based at our [Sports Park Weetwood facility](#), you may also be required to work at any of the areas within Outdoor sport, when there is a business requirement.

Main duties and responsibilities

- To recruit, induct and train members of the bar and catering team to deliver an efficient and safe operation;
- Agree bar and catering staffing levels and rotas with the Outdoor Operations Manager;
- Liaise with agency to arrange chef cover as and when required
- Supervising and assisting the Kitchen Assistants with the preparation, cooking, display, labelling, storing and service of all food items ensuring displays are full and well-presented;
- Ensure all staff wear the correct uniform and present themselves in a professional manner at all times;
- Utilising your knowledge, experience and passion for hospitality to exceed customer expectations through excellent service from yourself and your team;
- Conducting pre-opening checks and ensure that all bar and catering operations meet brand standards;
- Ordering, controlling and accurately recording stock quantities and food wastage in order to ensure customer demand is met;
- Ensuring that the monitoring and recording of fridge, freezer and food temperatures is carried out, reporting any non-compliance to the senior management team;
- Acting as the designated point of contact for clients during food service;
- Ensuring all cooked food has been temperature checked and the temperature has been recorded;
- Ensuring the University Food Safety Policy, Personal Hygiene Policy and Health & Safety Policy are adhered to by yourself, the team and other persons at all times
- Ensuring all regular cleaning is undertaken, and that staff meet designated cleaning schedules to ensure areas remain clean at all times;
- To be responsible for all systems, processes and procedures related to the bar and catering areas of the service;
- Ensure compliance with bar licensing is adhered to at all times, implementing corrective action as required;
- Handle complaints in a courteous and professional manner, referring onto senior managers where appropriate;



- Monitoring customer feedback to ensure continuous improvement and increase the likelihood of repeat business
- Ensuring financial procedures are adhered to at all times and that all documentation is completed accurately and returned within the designated timescales;
- Adherence to budget, achievement of income targets and diversification of revenue streams to maximise commercial opportunities, in liaison with Outdoor Operations manager;.
- To work flexibly across all Outdoor sport facilities according to the needs of the business;
- To be responsible for opening and closing the facility, where required;
- Demonstrating behaviours in line with [University values](#).

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

Qualifications and skills

Essential

- Experience of working within a hospitality and/or catering setting at supervisory level;
- Chartered Institute of Environmental Health (CIEH) Level 3 Certificate in Food Safety;;
- Proficient knowledge of food hygiene and Health and Safety practices;
- A proven ability to manage and motivate a team and work under pressure during challenging situations delegating work effectively;
- Hold a valid Personal licence;
- Experience of working in a customer service environment, with the ability to deal with problems effectively;
- High attention to detail with the ability to move, count and record stock;
- Experience of financial processes including cash handling, taking card payments;
- Excellent communication and interpersonal skills, with the ability to develop effective working relationships with colleagues;
- The ability to work effectively, both independently and as part of a team.
- Effective time management and organisation skills, with the ability to prioritise work effectively;

Desirable



- NVQ Level 2 Certificate or equivalent in Catering/Hospitality;
- An interest in Sport and Physical Activity;

Additional information

For more information about Sport and Physical Activity visit <https://sport.leeds.ac.uk/> and <https://sport.leeds.ac.uk/facilities/weetwood/> .

Working at Leeds

We are a campus-based community and regular interaction with campus is an expectation of all roles in line with academic and service needs and the requirements of the role. We are also open to discussing flexible working arrangements. To find out more about the benefits of working at the University and what it is like to live and work in the Leeds area visit our [Working at Leeds](#) information page.

Our University

At the University of Leeds, we are committed to providing a culture of inclusion, respect and equity of opportunity that attracts, supports, and retains the best students and staff from all backgrounds. Whatever role we recruit for we are always striving to increase the diversity of our community, which each individual helps enrich and cultivate. We particularly encourage applications from, but not limited to Black, Asian, people who belong to a minority ethnic community; people who identify as LGBT+; and disabled people. Candidates will always be selected based on merit and ability.

Information for disabled candidates

Information for disabled candidates, or candidates with impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility](#) information page or by getting in touch with us at hr@leeds.ac.uk

Criminal record information

Rehabilitation of Offenders Act 1974

A criminal record check is not required for this position. However, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending.



Any offer of appointment will be in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information page.

